



Office of the TCA - Travel Reimbursement Form

Name: Rita J. Watkins
Travel Dates: February 19-23, 2024

Purpose of Travel: On-Site evaluation

Travel Reimbursement

Expense	Unit Cost	Units	Total
Airfare	\$ 454.60	1	\$ 454.60
Baggage	\$ -	0	\$ -
Ground Transportation (Uber/Lyft/Taxi)			\$ -
Ground Transportation (Parking)	\$ 104.00	1	\$ 104.00
Ground Transportation (Mileage)	0.655	0	\$ -
Lodging	\$ 192.93	4	\$ 771.72
Per Diem (Travel Days)	\$ 86.25	2	\$ 172.50
Per Diem (Full Days)	\$ 115.00	3	\$ 345.00
Other:	\$ -	0	\$ -
Total			\$ 1,847.82

Watkins, Rita

From: United Airlines <Receipts@united.com>
Sent: Thursday, January 25, 2024 4:52 PM
To: Watkins, Rita
Subject: eTicket Itinerary and Receipt for Confirmation FPCMJK

Follow Up Flag: Flag for follow up
Flag Status: Flagged

CAUTION:The sender of this email is not from SHSU.
Any links or attachments may be dangerous. To report this email as suspicious, forward it to abuse@shsu.edu.



Thu, Jan 25, 2024

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Get ready for your trip: [Visit the Travel-Ready Center](#), your one-stop digital assistant, to find out about important travel requirements specific to your trip.

Confirmation Number:

FPCMJK

Flight 1 of 2 UA1192

Class: United Economy (L)

Mon, Feb 19, 2024

Mon, Feb 19, 2024

10:15 AM

04:36 PM

Houston, TX, US (IAH)

San Juan, PR, US (SJU)

Flight 2 of 2 UA1644

Class: United Economy (L)

Fri, Feb 23, 2024

Fri, Feb 23, 2024

07:50 AM

10:55 AM

San Juan, PR, US (SJU)

Houston, TX, US (IAH)

Traveler Details

WATKINS/RITAJANE

eTicket number: **0162359600439**Frequent Flyer: **UA-XXXXX226 Premier Gold**Seats: **IAH-SJU 12C****SJU-IAH 22F**

Purchase Summary

Method of payment:

Master Card ending in 6220

Date of purchase:

Thu, Jan 25, 2024

Airfare:	390.00
U.S. Transportation Tax:	44.40
September 11th Security Fee:	11.20
U.S. Passenger Facility Charge:	9.00

Total Per Passenger:	454.60 USD
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Total:	454.60 USD
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Fare Rules

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/OVALUAFTDPT

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

MileagePlus Accrual Details

Ritajane Watkins					
Date	Flight	From/To	Award Miles	PQP	PQF
Mon, Feb 19, 2024	1192	Houston, TX, US (IAH) to San Juan, PR, US (SJU)	1560	195	1
Fri, Feb 23, 2024	1644	San Juan, PR, US (SJU) to Houston, TX, US (IAH)	1560	195	1
MileagePlus accrual totals:			3120	390	2

Baggage allowance and charges for this itinerary

Origin and destination for checked baggage	1st bag charge	2nd bag charge	1st bag weight and dimensions	2nd bag weight and dimensions
Mon, Feb 19, 2024 Houston, TX, US (IAH - Intercontinental)	0.00 USD	0.00 USD	70lbs(32kg) - 62in(157cm)	70lbs(32kg) - 62in(157cm)

Gmail

Rita Watkins <drritawatkins@gmail.com>

Transaction Receipt from GROUNDSHUTTLE.COM for \$104.00 (USD)

1 message

Auto-Receipt <noreply@mail.authorize.net>

Fri, Feb 9, 2024 at 2:28 PM

Reply-To: Ground Shuttle CS <reservations@groundshuttle.com>

To: Rita Watkins <drritawatkins@gmail.com>

Description: New Reservation(GS-IAH-0120240219 and IAH-GS-0320240223)

Invoice Number 309573

Customer ID 123110

Billing Information

Rita Watkins

Shipping Information

College Station, Texas 77845

United States

979-777-0594

Total: \$104.00 (USD)

Date/Time: 9-Feb-2024 14:28:14 CST

Transaction ID: 80270131682

Payment Method: MasterCard xxxx6220

Transaction Type: Purchase

Auth Code: 04444P

College Station, TX 77845

US

If a reservation is cancelled, your Ground Shuttle account will be credited according to the time of cancellation. Our system does not currently have the ability to refund your credit card account. All credits will expire after one year. Ground Shuttle credits are transferable upon request. Please contact us if you would like to transfer your credit to another passenger or make a reservation using another passenger's credit. We do require written documentation from credit holder before any balance can be transferred. Credit provided is based on time of cancellation as described below: 1. Canceled between 72 hours or more prior to the Trip - 100% credit voucher 2. Canceled between 72 hours prior to the Trip and 48 hours prior to the Trip - 75% credit voucher 3. Canceled between 48 hours prior to the Trip and 24 hours prior to the Trip - 50% credit voucher 4. Canceled between 24 hours prior to the Trip and 2 hours prior to the Trip - 25% credit voucher 5. Canceled less than 2 hours prior to the Trip or no cancellation - No credit voucher will be provided

Gmail

Rita Watkins <drritawatkins@gmail.com>

Ground Shuttle - Reservation Confirmation

1 message

Ground Shuttle | Administrator <reservations@groundshuttle.com>
To: Rita Watkins <drritawatkins@gmail.com>

Fri, Feb 9, 2024 at 2:28 PM



PLEASE READ ALL PAGES OF THIS CONFIRMATION TO AVOID DELAYS AND MISUNDERSTANDINGS.

Dear **Rita Watkins**,

Thank you for booking with us.

(Order Total : \$104.00).

Your reservation details are as follows:

Departure Trip From College Station To Houston

Confirmation Number: COL-HOU-02-19-2024-05:30-3
Travel Date: 2/19/2024
Reservation Status: Reserved
Pickup Location: Ground Shuttle Office
Departure Time : 5:30 AM - Please be ready 15 minutes before departure time if being picked up at the Ground Shuttle office or at the Houston Airport. See details below.
Dropoff Location: Bush International - IAH
Estimated time of Arrival: 7:30 AM
Number Of Adults: 1
Number Of Children under 7: 0

Number Of additional Bags

*Base fare allows one checked
in suitcase and one carry-on* 0

Return Trip From Houston To College Station

Confirmation Number: HOU-COL-02-23-2024-12:15-2
Travel Date: 2/23/2024
Reservation Status: Reserved

Pickup Location: Bush International - IAH

Departure Time : 12:15 PM Please be ready 15 minutes before departure time if being picked up at the Ground Shuttle office or at the Houston Airport. See details below.

Dropoff Location: Ground Shuttle Office

Estimated time of Arrival: 2:15 PM

Number Of Adults: 1

Number Of Childrens under 7: 0

Number Of additional Bags

Base fare allows one checked in suitcase and one carry-on 0

General Information

All departure times from College Station to Houston trips are from the Ground Shuttle Office located at _____, we are right behind Casa Do Brasil Steakhouse. All estimated arrival times into College Station are to the Ground Shuttle Office.

We offer parking at our facility. The first 4 days of parking are free of charge and it is \$4.00 per day after this. The parking spots in front of our building are for employees and 1 hour parking for customers only.

Base fare includes one checked in suitcase, one carry-on size bag and one personal item (purse, small laptop bag, etc). Additional pieces of luggage are \$10 per piece if prepaid or \$15 if paid to the driver. We will not guarantee additional luggage will be accommodated unless prepaid. Driver may refuse to lift excessively heavy pieces of luggage (approx. 50lbs or more). We do not have scales available so this decision is at the driver's discretion. Boxes are not allowed.

Pick up Locations

Ground Shuttle Office - _____ . In front of the building under the awning.

Bush Intercontinental Airport - Terminal C baggage claim. Exit the baggage claim through **door C-105** and be on the look out for the shuttle. It will pick up either on the middle lanes or on the outside lanes. Unfortunately Airport security moves us around depending on traffic.

Logistics

Trips to Houston:

Please be there at the Ground Shuttle at least 15 minutes prior to the departure time so the driver has enough time to check everyone in.



Courtyard by Marriott
San Juan - Miramar

801 Ponce de Leon Ave.
San Juan, PR. 00907
T 787.721.7400
F 787.723.0068

Ms Rita Watkins
4746 Enchanted Oaks Dr
College Sta TX 77845
United States

Room: 0914
Room Type: EKNG
No. of Guests: 1
Rate: \$ 160.00 Clerk: 1009
CRS Number 95106587

Marriott Rewards # 595896259

Name:

Arrive: 02-19-24

Time: 04:59 PM

Depart: 02-23-24

Folio Number: 765499

Date	Description	Charges	Credits
02-19-24	Package	160.00	
02-19-24	Destination Fee	17.00	
02-19-24	Government Tax	15.93	
02-20-24	Package	160.00	
02-20-24	Destination Fee	17.00	
02-20-24	Government Tax	15.93	
02-21-24	Package	160.00	
02-21-24	Destination Fee	17.00	
02-21-24	Government Tax	15.93	
02-22-24	Package	160.00	
02-22-24	Destination Fee	17.00	
02-22-24	Government Tax	15.93	
02-23-24	Master Card / Euro Card		771.72
	Card # XXXXXXXXXXXXX6220		
Balance			0.00 USD

As a Marriott Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.